



2018 National Order of the Arrow Conference

Cell Name: Medium Sized Lodges
Session Name: Logistics and Administration

Session Length: 50 Minutes

Through this session, you will:

Explain – How a Lodge is organized and facilitated.

Demonstrate – Key elements of a well-run Lodge.

Guide – Through a Leadership Committee Meeting (LCM) on Journey to Excellence (JTE).

Enable – Arrowmen to administrate a Lodge or Chapter.

Learning Outcomes:

- Understanding the organization of the Order of the Arrow (OA) Lodge.
- How to conduct an effective LCM on JTE.
- Recognizing outstanding OA performance.

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- A Lodge with good organization and administration creates a sustainable Lodge.
- A Lodge which fails to plan only plans to fail.
- A Lodge that inspects what it expects will always get what it expects.

This session will help the Medium Sized Lodge with the **Journey to Excellence Requirement(s):** Membership, Finance, Leadership and Governance, Program, Unit of Service, and Council Support.

Required Materials:

Tear Away, Sticky Back, Flip Chart Paper Permanent markers
Power Point White Board
Dry Erase Markers Dry Eraser
Easel Extension cord
Internet Access
Handouts: Journey To Excellence



TRAINER PREPARATION

Set up PowerPoint projector. Set up Screen/Presentation background. Set up and test computer. Arrange room in so all seats can see, preferably a semi-circle

The session will be conducted in discussion/participatory format accented with multi-media and/or hands-on exercises.

Trainer Tip: The General flow of the course should include identification of what lodges experience in their general administrative functioning – highs and lows.

Welcome everyone to the session as they arrive and ask them to inter-mix as they sit down.

Session Narrative

Slide 1 – Course and Instructor

This slide is to be shown while participants enter the classroom and take a seat.

Slide 2 – Welcome and Introduction

Introduction

5 minutes

Instructor will open the session by self- introduction (Name, Lodge, Home State, OA Position(s)). Each participant will follow suit with a self-introduction. This will give the instructor a sense of the audience so as to guide the remainder of the session appropriately.

Slide 3 – Challenges in the OA Lodge



Challenges in the OA Lodge

5 minutes

Instructor to pose questions on slide to engage participants thinking.

Slide 4 – OA Lodge Organization

OA Lodge

Organization

10 minutes

Instructor introduces and explains (the impact on a Lodge's organization) the following: Lodge Rules (Mission, Name & Affiliation of Lodge, Election & Membership, Officers, Brotherhood Membership, Vigil Honor, and Finances), Chartering, Journey to Excellence (JTE), Budget, Lodge Master, and Council, District, and Unit Representation.

Slide 5 – Effective LCM on JTE

Conducting

an Effective LCM on JTE

15 minutes

Participants are broken up into a group(s) representing the following: Lodge Chief, Lodge Advisor, Lodge Vice Chief(s), Lodge Secretary, Chapter Chief(s), Chapter Advisor(s).

The instructor will assign each position and handout blank JTE form.

The group will then conduct an LCM planning on JTE covering the five criteria: Finance, Membership, Program, Council Service, and Leadership and Governance.

Slide 6 – OA Recognition Purpose

OA

Recognition Purpose

5 minutes

Instructor poses the questions on the slide to prompt participant's thinking and understanding of the importance of recognitions.

Slide 7 – OA Recognition

OA

Recognition

5 minutes

Instructor reviews OA recognitions to include: National Service Award, E. Urner Goodman Camping Award (2 Lodges each Region), Innovation Award (2 Lodges or Chapters in each Region), Lodge Specific Awards (Awaxaawe Awachia –Coup Shield, Kola-



Peppermint Neckerchiefs), JTE – Lodge (Gold, Silver, Bronze), Unit Excellence Award (Unit Representatives), Vigil Honor, Founder’s Award, Distinguished Service Award

Slide 8 – Take Away Challenge

Takeaway

Challenge

5 minutes

Please take out your notebook and pen. For the final five minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works / budgets / plans programs. During your break time later today, share these with others in your chapter or lodge.

Slide 9 - References

Show this slide once participants begin the Take Away Challenge.

Appendix: Resources and Source Material

2012 Guide for Officers and Advisers, available online at

<http://www.oa-bsa.org/pages/content/publications#goa>

- 2008 Lodge Finance Manual, available online at <http://www.oa-bsa.org/pages/content/publications#lfm>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>
- Order of the Arrow Handbook
- Order of the Arrow National Website <http://www.oa-bsa.org/>